

**Request for Letter of Interest
Pilot Program**
(Electronic Submittal Required)

Preliminary Engineering Services

for

Project No. MP-R399(41)
Mountain View Corridor – 2100 North; Redwood to I-15

September 8, 2008

UTAH DEPARTMENT OF TRANSPORTATION
Request for Letter of Interest
Project No. MP-R399(41); MVC – 2100 North, Redwood to I-15

SUMMARY SHEET

1. Project Number: MP-R399(41)
2. Location: Mountain View Corridor – 2100 North, Redwood Road to I-15 (Utah County)
3. ePM PIN No.: 6692
4. Requested Services: Preliminary Engineering Services
5. Source(s) of Funding: State
6. UDOT Project Administrator:

Raeleen Sanchez
Contract Administrator
Utah Department of Transportation
Consultant Services
Box 148490
4501 South 2700 West
Salt Lake City, Utah 84119-5998
801/965-4183
[raeleen@utah.gov](mailto:<raeleen@utah.gov)

7. UDOT Project Management:

TeriAnne Newell
Mountain View Corridor, Project Manager
Utah Department of Transportation
Region Three
658 North 1500 West
Orem, Utah 84057
801/685-2917
tnewell@utah.gov

8. Letters of Interest (LOI) Due Date: **Monday, September 15, 2008**

Submit an electronic PDF file of the LOIs to Raeleen Sanchez by email at raeleen@utah.gov prior to 11:00 a.m. on Monday, September 15, 2008. You will receive an email acknowledgment of receipt.

LOI's will not be accepted after the 11:00 a.m. deadline.

UTAH DEPARTMENT OF TRANSPORTATION
Request for Letter of Interest
Project No. MP-R399(41); MVC – 2100 North, Redwood to I-15

The Letter of Interest has a maximum page-limit of **TWO** pages. If there are any changes affecting the Request for Letter of Interest, notice will be sent out via an e-mail through the Consultant Services update service.

9. Shortlist for Oral Interviews: Wednesday, September 17, 2008
10. Oral Interviews Date: Interviews will be held on Wednesday, October 1, 2008.
11. Mandatory Pre-negotiation Meeting Date: Thursday, October 2, 2008
12. Notice to Proceed Date: TBD
13. Project Completion Date: Approximately **seven** months from Notice to Proceed.

Consultant Selection Schedule

Date	Day	Action
Monday	9/8/08	Posting of the Request for Letter of Interest on UDOT Consultant Services Project Advertisement website and subscriber email
Monday	9/15/08	Letter of Interest is due electronically by 11:00 a.m.
Wednesday	9/17/08	Shortlist for Oral Interviews
Wednesday	10/1/08	UDOT Consultant Selection Interviews
Wednesday	10/1/08	Consultant Selection
Thursday	10/2/08	Mandatory Pre- Negotiation Meeting with Selected Consultant, 2:00 PM

UTAH DEPARTMENT OF TRANSPORTATION
Request for Letter of Interest
Project No. MP-R399(41); MVC – 2100 North, Redwood to I-15

TABLE OF CONTENTS

Title Sheet.....	1
Summary Sheet	2
Consultant Selection Schedule.....	3
Table of Contents	4
Introduction	5
Project Dates	5
Required Percentage of Work for Prime Consultant	5
Conditions of Letter of Interest	5
Financial Screening	5
Appendix A: Guidelines for Preparing the Letter of Interest	6
• Electronic Submittal.....	6
• Letter of Interest	6
• Shortlisting for Interviews	6
• “Selecting by Consent” Process	6
• Selection Interviews	6
Appendix B: Scope of Work	
• Scope of Work (Objectives & Tasks)	8
Appendix C: Additional Information	
• QC/QA Requirements	9
• Department Furnished Items.....	9

UTAH DEPARTMENT OF TRANSPORTATION
Request for Letter of Interest
Project No. MP-R399(41); MVC – 2100 North, Redwood to I-15

Introduction - See **Appendix B** which includes:

- Scope of Work (Objectives & Tasks)

Project Dates:

Consultants are required to meet the dates set for the oral interviews and negotiation meeting. Consultants are also advised to meet the information submittal dates outlined in the summary sheet. Failure to meet these dates will be considered non-responsive.

Required Percentage of Work for Prime Consultant:

The Consultant must perform work valued at not less than **50%** of the total work, excluding specialized services, with its own staff. Specialized services are those services or items that are not usually furnished by a consultant performing the particular type of service contained in this Request for Letter of Interest.

Conditions of Letter of Interest:

All costs related to the preparation of the Letter of Interest and any related activities such as interviews are the sole responsibility of the Consultant. The Department assumes no liability for any costs incurred by Consultants throughout the entire selection process.

Financial Screening:

The Department requires that Consultants be Financially Screened prior to performing work for UDOT. **If a Consultant is selected and has not been financially screened and approved within two weeks after selection, the Consultant will be disqualified unless the delay is due to problems or delays by UDOT.**

The time it takes a Consultant to complete the Financial Screening process varies and therefore the Department encourages Consultants to submit their *Financial Screening Application* as soon as possible.

Consultants may obtain the *Financial Screening Application* from the UDOT Web site at udot.utah.gov/go/csforms. For questions, contact the Consultant Services Accountant at 801-965-4138. A Consultant's Financial Screening status is effective for the period of one year from the time the Consultant is approved.

UTAH DEPARTMENT OF TRANSPORTATION
Request for Letter of Interest
Project No. MP-R399(41); MVC – 2100 North, Redwood to I-15

Appendix A

Guidelines for Preparing the Letter of Interest

ELECTRONIC SUBMITTAL

The Department's goal is to migrate to electronic processes wherever possible. Consultant Services intends to require all Letters of Interest to be submitted solely by electronic means.

LETTER OF INTEREST – The letter should be addressed to:

Raeleen Sanchez
Contract Administrator
UDOT Consultant Services
4501 South 2700 West
Salt Lake City, UT 84119-5998
raeleen@utah.gov

In **two pages**, express your interest in the project, identify and state the qualifications of the Consultant Project Manager, Roadway Design Lead, and Structures Design Lead, and recount any information on the project team or yourself that may be useful or informative to the Department.

Include the mailing and e-mail addresses and the phone number of the primary contact person for this consultant selection process in the letter of interest.

SHORTLISTING FOR INTERVIEWS

The Department may elect to “Shortlist” for Interviews depending on the number of Consultant responses. The Selection Team will meet to determine which firms will interview by the “Consent” of the Selection Team. Consent is defined as the willingness of all Selection Team members to accept a decision reached by a collaborative process.

“SELECTING BY CONSENT” PROCESS

The interviews will be performed using the “Selecting by Consent” (SBC). The SBC process is a scoring process that aids the Selection Team in developing the final ranking of consultants through a collaborative process. In this process each segment and question of the interview is weighted in advance during the Selection Team Meeting. After the interviews are conducted, the Selection Team scores each segment and question by consent. Consent is defined as the willingness of all Selection Team members to accept a decision reached by a collaborative process. The final selection ranking of consultants is based on the final scores developed by the Selection Team using the *Interview Scores* spreadsheet.

UTAH DEPARTMENT OF TRANSPORTATION
Request for Letter of Interest
Project No. MP-R399(41); MVC – 2100 North, Redwood to I-15

For more information regarding this process and copies of the *Interview Format Worksheet* and *Interview Scores* forms, see the UDOT Web site udot.utah.gov/go/csforms.

SELECTION INTERVIEWS

The following project-specific topics will be some of the issues discussed:

- Schedule
- Project Team Experience
- Availability

The methodology for procuring this contract is a pilot program to further streamline the selection process. Selection of a consultant will be finalized through response to this request for a letter of interest and oral interviews.

The Department reserves the sole right, without incurring any liability, to change any aspect of the proposed procurement described above, including the right to not proceed with the procurement and/or the right to proceed in a different manner or on a different timeline than as described herein.

UTAH DEPARTMENT OF TRANSPORTATION
Request for Letter of Interest
Project No. MP-R399(41); MVC – 2100 North, Redwood to I-15

Appendix B

SCOPE OF WORK

UDOT is requesting Letters of Interest from Consulting Firms interested in providing final design plans, specifications and estimates for MVC 2100 North; I-15 to Redwood Road.

Project Characteristics

This project consists of an approximately three-mile long set of arterials placed in the right of way of the future MVC freeway. The arterials will consist of two lanes in each direction with curb and gutter, sidewalk or trail where appropriate. The majority of the project is on new alignment and contains three possible signals. The project also includes two bridges crossing the Jordan River, realignment of a portion of the Jordan River Trail, walls to resolve grading, and landscaping. The project runs mainly through Lehi City and a small portion of Saratoga Springs.

The Consultant will provide all necessary work to prepare plans, specifications, estimates, and agreements to allow for advertising of the project by May 2009, with the exception of the items listed below which are already being developed. The Consultant will start with a set of plans prepared as part of the environmental process and take those from 30% complete to final.

Public involvement will also be a component of the project. Subdivisions about a portion of the corridor and outreach to these residents as well as the rest of community is an important aspect of the project.

This work may be modified pending outcome of the environmental process.

Additional Information

- ESI is under contract to prepare right of way maps and documents
- RB&G is under contract to perform geotechnical services
- Aerographics is under contract to provide aerial photography and mapping
- TBE Group is under contract to provide subsurface utility investigation
- Bush and Gudgeon is under contract to provide management for the right of way process
- UTA will be responsible for preparation of design plans for bridging of the commuter rail line that crosses the corridor
- Short-listed consultants will receive a scroll plot of the MVC 2100 North project for their preparation of and to refer to in the Consultant Interviews on October 1, 2008.

UTAH DEPARTMENT OF TRANSPORTATION
Request for Letter of Interest
Project No. MP-R399(41); MVC – 2100 North, Redwood to I-15

Appendix C

A. QC/QA Plan Requirements

- The Consultant will prepare, distribute, and implement the Quality Control/Quality Assurance Plan for the project. The Department has adopted new QC/QA standards and the consultant must meet or exceed these requirements. The Standard may be found on the UDOT Web site udot.utah.gov under “Doing Business > Consultant and Designer Resources > Quality Control/Quality Assurance” or udot.utah.gov/index.php/m=c/tid=650.
- Document Control: All documents will be maintained in both an electronic and hard copy form. Each document will have a uniquely specific location in both electronic and hard copy formats.

B. Department Furnished Items

- UDOT Standards (available on-line from the UDOT Web site at <http://www.udot.utah.gov/go/2008standards>).
- UDOT Reference Material (available on-line from the UDOT Web site at <http://www.udot.utah.gov/go/standardsreferences>).
- UDOT Consultant Services Manual of Instruction (available on-line at the UDOT Web site <http://www.udot.utah.gov/go/csmanuals>).
- UDOT Roadway Design Manual of Instruction (available on-line from the UDOT web site at <http://www.udot.utah.gov/go/manuals>).